

SAFETY COMMITTEES

within the General Services Division of the SC Budget & Control Board

Successful businesses have safe, healthful workplaces, which involves creating and managing a safety program. To be successful you must plan for it, measure it and track your progress. Remember processes are dynamic and never ending – Plan, Implement, Check Results, Adjust. Then you start over from the beginning to continually improve.

Active and effective team-based safety programs functioning with employee input can significantly improve safety results by providing relevant support directly when and where needed. Proactive and responsive safety programs at the team level can help decrease the number of our injuries and illnesses, days away from work and restricted duty, and workers compensation and insurance costs, and thus increase customer satisfaction through improved quality and productivity in our services. There is no acceptable work-related employee injury or illness. We should do everything within our means to prevent them by identifying hazardous work conditions and work processes and correcting them before they cause illness, injury or loss of property. Therefore, each team has the specific responsibility to design and implement its own safety program within the framework of safety policies and programs of the General Services Division, and is accountable for its own safety performance.

A safety committee within each Section is one way General Services is to monitor and improve their safety performance by identifying problems and recommending solutions to management. Effective safety committees find ways to address their problems that cause workplace illnesses, injuries and property damage. The safety committee should be the energetic group that sparks interest and participation in the safety program from all levels of management and front line employees, and can improve the way the Section and General Services plans, organizes, leads and controls its safety activities. Through safety committee actions, the message is communicated that the employees indeed are the most valuable resource in our organization deserving management interest in protecting that most valuable asset.

SAFETY COMMITTEE OBJECTIVES:

- Reduce (eliminate) the number and frequency of work-related injuries and illness
- Make working conditions and processes safer
- Communicate about safety issues throughout the organization
- Facilitate cooperation between management and workers

SAFETY COMMITTEE FUNCTIONS & TASKS:

- Identify potential workplace hazards
 - Promote and/or conduct safety self-inspections
 - Ensure that work procedures and facilities are in compliance with OSHA standards, fire and building codes, and other applicable federal and state regulations
 - Review OSHA and Safety inspection reports for needed corrective actions

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- Find and recommend ways to management to eliminate or minimize identified hazards
- Investigate employee work-related injuries and illness, vehicle accidents and property damage
 - Find ways to reduce (eliminate) the accident frequency and severity rates
 - Review and analyze employee accident reports
 - Make recommendations to management
 - Unless otherwise required by the committee, a simple majority (more than 50%) establishes a recommendation
 - Implement accident-prevention measures where appropriate
- Create and promote active employee participation and awareness in safety programs
 - Enforce safety rules
 - Monitor, conduct, and assist in safety training
 - Create and administer incentive programs to promote safety
 - Issue periodic reports, bulletins, posters, etc. on safety accomplishments
 - Obtain employee feedback
 - Conduct employee attitude surveys to evaluate their attitudes toward safety and specific safety programs
 - Open up and promote lines of communication and cooperation between management and workers on safety issues
- Develop, administer, carry out, and monitor the General Services Division safety policies and programs at the Section and Team levels
 - Provide a forum for problem solving that can withstand changes in management and personnel assignments without losing overall focus and direction.
 - Provide supervisors, managers and Safety with a resource to turn to when they are faced with safety problems that they might not have the time or technical expertise to deal with effectively.
 - Establish Section-specific safety objectives, goals, rules and policies
 - Keep records of safety meetings, training, accidents and inspection, etc. to monitor the progress of the safety program
 - Review, monitor, and update current and create new safety programs and policies, as required
 - Monitor government regulations as it applies to facility equipment/design and work procedures
 - Measure safety performance and demonstrate results to management and employees

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MEMBER FUNCTIONS:

TEAM REPRESENTATIVES:

- Committee membership is a voluntary service
 - Normal length of service, number of representatives, job knowledge, and rotation procedures will be set by each team to ensure continuity and appropriate experience is represented
 - Regular member rotation for a set time period is recommended; never have unlimited appointment
 - The committee should never have the situation where all members are new and inexperienced
- Attends called committee meetings
 - At least quarterly but recommended monthly
 - Committee directives are addressed and/or implemented by responsible persons or sub-committees in the intervening period
- Stays current with General Services safety policies and programs, especially as applicable to the section/team
- Observes employees for, encourages and educates them to use, and provides recognition for using proper safety procedures
- Identifies potential workplace hazards through periodic self-inspections (recognizes, corrects and/or reports unsafe conditions and work processes for correction)
- Determines safety concerns of their fellow employees and takes them to the safety committee, management, and/or Safety to express their concerns and for resolution
- Communicates safety initiatives and procedures to employees in his/her team and other teams, vendors, contractors and suppliers, as appropriate
- Serves as consultants to management and Safety about various team work processes, especially in assisting in an accident investigation to determine best work practices, the causes of the accident, and the appropriate methods of prevention or corrective measures

CHAIR:

- Elected from the employee membership
- Responsible for establishing a regular meeting frequency and special meetings, as required
- Solicits issues for meeting agendas
- Conducts Section/Team Safety Committee meetings according to an agenda to at least include:
 - Old Business
 - New Business

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- Review new team employee work-related Injuries/Illnesses and detrimental trends
 - Review newly identified team Hazards and those still Open
 - Review team safety Training status
- Assigns responsible person or sub-committee and suspense for issues that require further attention (Open) or declares the issue completed (Closed)
- Establishes standing and/or ad-hoc committees, as required, to address on-going or special safety issues
- Reviews and approves meeting minutes prior to publication
- Communicates safety issues and recommendations for approval to and from management, i.e., the Section/Team Leader
- Implements safety initiatives approved by management, i.e., the Section/Team Leader

ASSISTANT CHAIR:

- Elected from the employee membership
- Performs functions of the Chair in his/her absence

SECRETARY:

- Elected from the employee membership or assistance is obtained from administrative staff
- Takes minutes of each committee meeting especially noting attendance, old and new business, and whether the status of issues is closed or remains open and who is responsible for taking action and its suspense
- Provides a draft of minutes for the Chair to review and approve
- Distributes the finalized minutes to each committee member, the Section/Team Leader, Safety officers, and others, as required; posts a copy of minutes on bulletin boards in employee common areas (such as break rooms)
 - Minutes should be published as soon as possible but no later than 10 days prior to the next scheduled meeting to allow members to adequately prepare for the next meeting
- Sends a reminder notice to the committee several days in advance of scheduled meetings

ADVISOR/LIAISON: (Non-Voting)

- Consults on special safety issues of interest as requested by the committee
- Relays information between the committee and management as appointed by management

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NON-MEMBERS: (Non-Voting)

- May be invited to attend or make suggestions, reports, presentations, etc.

SAFETY OFFICER: (Non-Voting)

- Advises the committee on federal, state and GSD safety regulations, policies and programs
 - Section safety committee recommendations and actions must be in compliance with such regulations, policies and programs
- Researches safety issues and equipment availability
- Provides the committee with safety performance measure information (monthly Dashboard: work-related employee injuries/illnesses, new hazard items and status of open hazards, training status) and other, as requested
- Assists the committee in implementing safety policies and programs at the Section/Team level
- As required and able, enlists the aid of appropriate members/workers to assist in:
 - Safety training
 - Facilities inspections
 - Job Safety Analyses
 - Accident investigations
- Chairs and conducts General Services Safety Council at least annually

MANAGEMENT:

- Management commitment is absolutely essential to allow and encourage employee involvement and ensure the ability of the safety committees to improve safety performance.
- Supervisors and managers at all levels are responsible for providing funds and resources for implementing, and are to be personally involved in maintaining and enforcing the safety program.
 - One or more supervisors or managers should be voting committee members
- Management has the decision-making authority for implementing recommendations made by the safety committees

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SAFETY COMMITTEE STRUCTURE

